

Southern Regional Training Center for Alternate Route Teacher Candidates

• Questions and Answers •

2008-2009

This information provides answers to some of the most commonly asked questions by teachers who are enrolled in the New Jersey Alternate Route Program and have been assigned to a site managed by Rowan University. It is intended for the exclusive use of teachers (1) enrolled in the New Jersey program and (2) officially assigned to a Rowan University managed site. The information contained herein does not apply to any other Alternate Route programs or sites in New Jersey.

- Frank J. Orlando & Lynne Levy, Co-Directors

1. Rowan University Program Structure

- 1.1 Q: Who sets the structure for the Rowan University Alternate Route Program requirements?
A: The New Jersey Department of Education defines the overall program structure. The Project Directors for the Rowan University Program identify the implementation elements.
- 1.2 Q: What is the basic structure for the Rowan University Program?
A: The program consists of three Phases. The following are approximate time frames:
Phase I-A (Special structure, see Section 9.)
Phase I-B - mid-September through December
Phase II - January to the end of March
Phase III - April through mid-June
- 1.3 Q: How are the Phases structured?
A: Each Phase consists of two components: Eleven weekday classes at your assigned site and three Saturday classes at Rowan University.
- 1.4 Q: When I complete this program will I receive a transcript or documentation from Rowan University?
A: No. Although this program is managed by Rowan University, you are not a Rowan University student. Your certification will come from the NJ Department of Education.

2. Weekday Classes

- 2.1 Q: Where and when are the weekday classes held?
A: They will meet at the site and day assigned to you by the state. Classes start at 4:00.

- 2.2 Q: Will the class meet on the designated weekday during all three phases?
A: Yes. However, classes will not be held to conflict with recognized holidays, the NJEA convention, etc. A class schedule is available on our web site:
users.rowan.edu/~orlando (no www in the address).
- 2.3 Q: Will we have the same instructor for all three phases?
A: Yes.
- 2.4 Q: Will we be using a textbook and what is the cost?
A: Yes, you will be provided with several books (at no cost).
- 2.5 Q: What do I do if I am unable to attend a weekday class?
A: Weekday attendance is under the supervision of the site instructor. If you are absent, discuss and explain the situation to your instructor. You may be allowed to do a makeup assignment. If this cannot be done you will be marked absent for the class.
- 2.6 Q: What if there is bad weather, or other conditions that might cancel a class?
A: Your instructor will give you details of how to find out if a class is canceled.

3. Saturday Classes

- 3.1 Q: Where and when are Saturday classes held?
A: They will be held at Rowan University. The schedule is on the web site:
users.rowan.edu/~orlando (no www in address).
- 3.2 Q: How are Saturday classes structured?
A: Classes meet from 12 noon to 5:00 pm (please be on time). There will be two written assignments each day; this is your attendance and credit for the day. Each must be completed to the satisfaction of the instructor for you to get full credit for attending the class.
- 3.3 Q: Are Saturday classes ever canceled? How do I know this?
A: If there is bad weather, etc., class cancellations will be posted on the web site by 9:00 am.
- 3.4 Q: Who teaches the Saturday classes and what do they cover?
A: Each Saturday class is taught by a different instructor. You must attend one class with each instructor.
- 3.5 Q: What do I do if I am unable to attend a Saturday class?
A: Saturday class dates are posted on the web site. If you know ahead of time that your assigned date conflicts with a previous commitment, contact Dr. Levy as soon as possible via e-mail at levy@rowan.edu. The earlier you contact her the greater the possibility of attending an alternate date (spaces are limited). In your message identify your name, weekday site, Saturday date that you are unable to attend, the class you want to attend, and the reason. If you missed the Saturday class and did not have any lead time, contact her as soon as possible with the same information. (NOTE: If you contact Dr. Levy and all of the alternative sessions are over, you will be marked absent for the Saturday class.)

- 3.6 Q: What happens if I miss a Saturday class?
A: By missing one Saturday class, you cannot get the grade “Outstanding.” By missing three Saturday classes you will get an “Unsatisfactory,” meaning you must repeat the entire phase (and pay again).

4. Attendance

- 4.1 Q: What is the attendance policy?
A: Attendance is required for all classes. (See Sections 2 and 3.)

5. Assessment

- 5.1 Q: How am I assessed in the Alternate Route Program?
A: A Regional Training Center Report is completed at the end of each of the three phases. (See Section 6 below.)
- 5.2 Q: What is assessment based upon?
A: Assessment is based on seminar participation, the completion of assignments, projects, attendance, and other requirements as specified by the instructor.

6. Regional Training Center Reports

- 6.1 Q: What is a Regional Training Center Report (RTCR)?
A: This is an assessment form that is completed by the site instructor at the end of each of the three program phases. This identifies, along with other information, the total number of hours you were absent for the various sessions during the phase (including Saturday sessions) and an Assessment of Academic Achievement. The three assessment options are Unsatisfactory, Satisfactory, and Outstanding.
- 6.2 Q: Who gets the Regional Training Center Report?
A: This is a multi-copy form consisting of an original and three copies. The original is mailed to your school principal (or other state designated school administrator). The three copies are distributed to the NJ Department of Education, Rowan University Alternate Route, and you, the teacher.
- 6.3 Q: When can I expect to receive my copy of the Regional Training Center Report?
A: Approximately three weeks after the end of the phase.

7. Alternate Route Program Information

- 7.1 Q: Is the Alternate Route Program the same as the New Jersey Provisional Teacher Program (NJPTP)?
A: No. The Alternate Route and the Traditional Route are the two branches of the NJPTP.
- 7.2 Q: Where can I find online information regarding the New Jersey Provisional Teacher Program?
A: Documentation for the NJPTP can be found at:
www.nj.gov/education/educators/license/provprogram.htm

8. Payment

8.1 Q: When is my payment due?

A: Payment of \$435 per phase is due at your first class. Your check or money order must be made out to Rowan University/Alternate Route. Anyone not paying by the third class will automatically be terminated from the program. Your school and the NJ Dept. of Ed. will be notified accordingly. You will not be allowed to continue attending class.

9. Phase I-A

9.1 Q: I have not yet taken Phase I-A. What is it? How do I sign up for this phase?

A: Phase I-A is a 20-hour phase that should have been taken before you started teaching. If you missed it, go to our web site for dates when it is being offered. The cost for Phase I-A is \$145. All Phase I-A classes are held at Rowan University. This phase is a required component of the Alternate Route Program.

10. Administrative Fee for Alternate Route Applications for Standard Certificates

10.1 Q: What is the administrative fee I must pay when applying for my standard teaching certificate?

A: On December 5, 2007, the State Board of Education adopted amendments to the state regulations governing licensing fees. The revised fee schedule, which took effect on January 7, 2008, includes a new \$100 administrative fee for processing of the initial standard certificate for alternate route candidates. Please note that this fee will apply only to alternate route candidates who are hired and registered in the Provisional Teacher program on or after January 7, 2008. When these candidates finish all aspects of the alternate route, including training center or college program study, they will be charged this fee.

10.2 Q: How and when do I pay this administrative fee?

A: In light of this new fee and in the interest of expediting recommendations for standard licensure, the employing district should insure that a certified check or money order payable to "Commissioner of Education" should be submitted with the summative evaluation upon completion of the candidate's provisional year. Please indicate on the check that it is intended for the administrative fee.

11. Information Sources

- New Jersey Department of Education Office of Licensure and Credentials:
 - Web site: www.nj.gov/education/educators/license/
 - Phone: Customer Service Line: 609-292-2070, from 3 to 6 pm, Mon.-Fri.
- Enrolled Participants in the NJ Alternate Route Program, Rowan University Branch:
 - Web site: users.rowan.edu/~orlando
 - E-mail: levy@rowan.edu